

~~CONFIDENTIAL~~
Security Information

OFFICE OF GENERAL SERVICES REGULATION

NUMBER OGS 10-1

1 September 1952

RESCISSION: Administrative Service Office Security
Regulations dated 8 June 1951.

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1. GENERAL

A. These security regulations shall apply throughout the General Services Office and will be in addition to (not in lieu of) the overall CIA Security Regulations.

B. Requests for exceptions to the provisions contained herein will be made in writing through the Office Security Officer (See 2 below) to the Chief, General Services. In all cases, exceptions must have the prior approval of the Chief, General Services.

C. All employees will, as frequently as necessary, and at least once a year (during the month of July), read the current CIA Security Regulations, and the General Services Security Regulations. A certification, sample attached, by each employee to the effect that he has read, understands and will observe such regulations, will be executed and forwarded to the Office Security Officer by the 31st of July of each year, beginning with 31 July 1951.

2. OFFICE SECURITY OFFICER

A. Appointment

A roster of employees of the GS-9 level, its equivalent and above will be prepared and maintained on a current basis by the Administrative Officer. In accordance with CIA Regulation [redacted] the Chief, General Services, will appoint from this roster an individual to serve as Office Security Officer.

B. Tour of Duty

(1) The tour of duty for each Office Security Officer will be for a period of three consecutive months, during which time he will not depart before 5:30 p.m. each day, Mondays through Fridays.

(2) The functions of the Office Security Officer will be performed in addition to normal official duties.

Document No. 3

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (d)

DDA Memo, 4 APR 77

Auth: DDA REG. 77/176

03 APR 1978 By: [redacted]

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C. Alternate to Serve in His Absence

In the event the Office Security Officer should be required to be absent during any part of his tour, it will be his responsibility to arrange to have another employee of the GS-9 level, or above, assume his responsibilities in his absence. On Saturdays when he is not scheduled to work, it will be his responsibility to arrange to have another employee of the GS-9 level, or above, assume his responsibilities in his absence.

D. Responsibilities

The Office Security Officer will discharge the following responsibilities:

- (1) Indoctrinate all new employees entering on duty with respect to these and CIA Security Regulations and will obtain certifications from them indicating that they have read, understand and will observe the current regulations.
- (2) Insure that all employees now on duty sign and submit certifications as required by LC above.
- (3) Forward Staff Duty Officer Check Lists, Form No. 38-8, and Security Check Sheets, Form No. 38-7 to the Inspection and Security Office as required.
- (4) Instruct Staff Duty Officer Teams (See 5A below), make periodic spot-checks of each organizational unit of the General Services Office to insure compliance with these and the over-all CIA Security Regulations and be responsible for administration of security matters as set forth in CIA Regulation No. Section S.
- (5) Make daily observation of general security practices, periodically survey each division of General Services Office and make recommendations for possible improvements in the handling of material,

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processing of documents, and other day-to-day operations to reduce the possibility of security violations; will make such recommendations in writing through the division chief concerned to the Chief, General Services for administrative determination.

(6) Inform the Chief, General Services, of all security breaches committed by employees, indicating any remedial or disciplinary action taken; will personally investigate all violations and follow through in obtaining compliance on penalties imposed as a result of such violations.

(7) Serve as Liaison Officer to the Physical Security Branch, I&SO, in connection with all physical security matters affecting the General Services Office.

(8) Submit to the Chief, General Services, at the expiration of his period of duty, a written summary of the accomplishments, security improvements, recommendations made and corrective action taken, security violations which occurred and the penalties imposed upon the persons responsible, and other pertinent developments during his three months tour as Office Security Officer.

3. DIVISION AND BRANCH CHIEFS

Division and Branch Chiefs will perform the following:

- A. Restrict the handling and responsibility for classified material and knowledge of safe combinations to as few employees as possible.
- B. Adjust the location of safe equipment to as few separate locations as possible in each office, placing all safe files in a single location where feasible and consistent with operational requirements.
- C. Survey the filing of all classified material in their respective divisions or branches with a view to transferring inactive material to the CIA Records Center and consolidating classified material in fewer safe files. Also, in cooperation with offices originally classifying material, determine whether regrading is appropriate.

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- D. Designate one person in each room to be responsible for securing the room prior to the security check by the Staff Duty Officer Team.
- E. Prior to the departing at the close of business each day, assure themselves that the offices, safes and classified material falling under their jurisdiction are completely secured. Designate senior employees working on Saturdays to act as Security Officers for the divisions or branches, respectively.
- F. Direct and instruct employees under their jurisdiction to:
- (1) Remove all written or printed material from tops of safes, filing cabinets, tables, etc. and store them in a manner which will tend to preclude the possibility of security violations in the future. As well as improving the appearance of the offices, this action will also expedite and simplify security checks.
 - (2) If required to operate motor vehicles, typewriters, presses, cameras, and other similar equipment, thoroughly check such machines or equipment each time after using them to be certain that no classified material such as documents, images, etc. remain in them while unattended. These machines and equipment will also be checked each evening by Staff Duty Officer Teams appointed in accordance with 5A below.
 - (3) Remove any valuable or confidential personally owned material from their desks and leave the desks unlocked at all times.
 - (4) Dispose of classified waste in the manner prescribed in the CIA Security Regulations and not by placing it in wastebaskets.
 - (5) Handle in a secure manner and place in a secure place, in accordance with CIA Security Regulations, all used carbon paper, stenographers' notebooks, CIA or other classified telephone directories, classified pamphlets, worksheets, and other documents.

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(6) Report lost badges to the Office Security Officer immediately, together with a written explanation of the circumstances surrounding the loss and the efforts made for the recovery thereof.

(7) In the event of absence away from Washington on vacation or official business, leave their badges with the [] I&SO, for safekeeping until they return to duty. In this respect, badges may be turned in either to the receptionists or guards when leaving. Upon returning, visits to the Inspection and Security Office will be necessary to obtain respective badges.

(8) Report defective safe files to the Office Security Officer.

(9) Have safe combinations changed, in accordance with CIA Regulation No. [], whenever an employee knowing the combination transfers or leaves the office concerned, and in any event, at least every six months.

4. EMPLOYEES

Employees will observe the following instructions:

A. Shun the forbidden practice of carrying written safe combinations on their persons, or in brief cases, handbags, car compartments, etc.

B. Refrain from calling out safe combinations in audible tones to fellow employees either in an office room or via telephone.

C. Adopt the practice, as feasible, of using sealed envelopes or other sealed containers when carrying classified material between widely separated buildings. When proceeding on journeys with classified material, such envelopes or containers should be preaddressed back to the individuals themselves, via an appropriate CIA Mail Room Post Office Box Number.

Example: John Doe
P. O. Box XXXX
Washington, D. C.

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D. Employ and complete charge out cards as appropriate in withdrawing classified and unclassified material from files for official use personally or in servicing records for other offices.

E. Avoid working overtime with classified material and with unlocked safes without the prior approval of their division Chiefs, respectively. Whenever overtime work is authorized, the responsibility of securing all pertinent classified material in locked safe cabinets will rest on the senior employee engaged in the overtime work.

F. Permit the inspection of unclassified material by members of the responsible Staff Duty Officer Teams i.e., as essential for security verification, when working overtime with such material.

G. Exercise care not to open safes after members of the Staff Duty Officer Teams have made their security checks, respectively, except in the event of a real emergency, and, then, only with the approval of the responsible division chief, or, in his absence, the Office Security Officer.

5. STAFF SECURITY CHECKS

A. Appointment of Staff Duty Officer Teams

Each division chief will submit to the Office Security Officer not later than the first day of each month a list of employees under his supervision who will be responsible for making security checks during the coming month. Such employees will be arranged in teams, a senior member of the GS-7 level, or above, and a junior member of the GS-6 level or below. Each team will serve for a period of one week, i.e., Monday through Friday. In the event of absence of a team member, the division chief concerned will designate an alternate to serve in his place.

B. Procedure to be Followed by Staff Duty Officer Teams

(1) Security checks by Staff Duty Officer Teams will begin at the end of the regular work day when all or most of the employees have left.

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- (2) A complete check, as indicated below, will be made by the junior member of the team, which will be duplicated completely by the senior member.
- (3) All safes will be checked to insure that they are locked securely. First, the dial knob will be rotated at least three complete times to the left only; then each drawer will be checked by firmly depressing the thumb latch and at the same time pushing the drawer inward and pulling it outward several times. To check the door type safe or vault door, the dial knob will be rotated to the left in the same manner, and then firmly turn the handle of the safe back and forth, at the same time pulling outward on the door.
- (4) Check all filing cabinets to be sure they are securely locked.
- (5) Check to insure that no classified material, including CIA telephone directories, used carbon paper, classified stencils, pamphlets, stenographic notebooks, worksheets, or other papers or documents, has been left exposed on desk tops, safes or other office equipment, in desk trays, on the floor, or on the walls. In the event any classified material is found, the senior member of the Staff Duty Officer Team will place such material in a combination safe prior to his departure.
- (6) Check wastebaskets to insure that they contain no classified material.
- (7) Check doors to restricted rooms or areas to see that they are properly secured.
- (8) Check all windows to be sure they are securely locked.
- (9) Turn off all lights, fans, and motors.
- (10) Check material used by employees working overtime, and advise such employees that they will be responsible for the securing of their respective office or area and the Staff Duty Officer Team will so note under "Remarks" on their Staff Duty Officer Check List, Form No. 38-8.

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- (11) Make notations on the Staff Duty Officer Check List, Form No. 38-8, of all violations found, giving a complete description thereof such as room number, nature of violation, and, if known, the name of the employee responsible.
- (12) Report verbally, as soon as possible on the following day, each violation found, to the Office Security Officer and to the division chief under whose jurisdiction the offender is assigned.
- (13) Forward the staff duty officer check list to the Office Security Officer on the following morning.
- (14) Staff Duty Officer Teams responsible for making the security check of areas other than the Reproduction Plant will be required to remain until 5:15 p.m. each day, and the team making the check of the Reproduction Plant will not depart until 5:30 p.m. in order that a complete check may be made after all employees have left the offices. Members of the Staff Duty Officer Teams will be permitted to report for duty the next day at 8:45 a.m. and 9:00 a.m., respectively, in lieu of the regular hour of 8:30 a.m.
- (15) In addition to the above, the Staff Duty Officer Teams serving on the 1st and 15th of each month will remove and examine the contents of each desk in the areas they are assigned to check. In the event material classified above RESTRICTED is found, it will be placed in a combination safe by the senior member of the team until the following morning. (The Staff Duty Officer Team assigned to make the security check of areas other than the Reproduction Plant on the 1st and 15th of each month will also be required to remain until 5:30 p.m. on these days in order that a thorough check may be made. They will be permitted to report for duty the following day at 9:00 a.m. instead of the regular hour of 8:30 a.m.)

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C. Special Assignments for Staff Duty Officer Teams

Special assignments for checking the security of safes located at courier posts by Staff Duty Officer Teams are prescribed organizationally as follows:

<u>Courier Post</u>	<u>Staff Team</u>
Central Building	Building Maintenance and Utilities Division
South Building	[Redacted]
"I" Building	
Quarters "I"	
"L" Building	
The Pentagon	[Redacted]

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6. PENALTIES TO BE IMPOSED IN EVENT OF SECURITY VIOLATIONS

A. For Violations Found by Staff Duty Officer Teams

(1) In the event of a security violation found by members of a Staff Duty Officer Team during their nightly check, the employee responsible for the violation will be required to report to the division chief on the following morning, accompanied by the Office Security Officer for conference regarding the violation. The division chief will then personally accompany said employee to discuss the incident with the Chief, General Services, at which time the seriousness of the offense will be considered and it will be determined whether or not a penalty will be imposed.

(2) The division chief concerned will submit a written report regarding the violation to the Chief, General Services, for inclusion in the General Services Office personnel folder of the employee concerned. Such reports will include the following information:

- Name of violator
- Nature of violation, whether carelessness or negligence were involved, and the penalty imposed.

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- c. A signed statement from the violator regarding the violation, which shall also include an assertion that he has again read the CIA and General Services' Security Regulations.

B. For Violations Discovered by I&SO Night Security Officer

In the event of a security violation discovered by the night security officer of the Inspection and Security Office, the following procedure will apply:

- (1) The employee responsible for the violation will be required to meet on the following morning with his division chief and the Office Security Officer, who will advise the Chief, General Services, of the violation.
- (2) Upon receipt of confirmation from I&SO establishing his responsibility for the violation, the following procedure will apply:

FIRST VIOLATION

- a. The person found responsible for the violation accompanied by his division chief and the Office Security Officer, will meet with the Chief, General Services, for discussion regarding the violation.
- b. The violator will receive a verbal reprimand from the Chief, General Services, and warning of possible consequences of further violations.
- c. The violator will be required, under the direction of the Office Security Officer, to make a complete security check each evening for five consecutive work days of certain designated rooms assigned to the General Services Office. A check sheet giving a complete list of the rooms to be checked in such instances will be obtained from the Office Security Officer. The person assigned this additional duty will begin his security check at 5:15 p.m. after the Staff duty Officer Teams have completed their nightly check and will not depart from the premises before 6:30 p.m. Upon completion of the check, he will sign the check sheet described above and forward it to the Office Security Officer on the following morning.

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SECOND VIOLATION

- a. Same as a. under "FIRST VIOLATION" above.
- b. The violator will receive a written reprimand and warning by the Chief, General Services.
- c. Same as c. under "FIRST VIOLATION" except that the duration of such additional check duty will be for two weeks (10 consecutive work days), or longer, as determined by the Chief, General Services, based on seriousness of violation.

THIRD VIOLATION

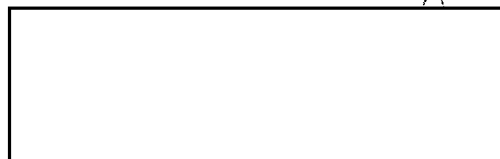
- a. Same as a. under "FIRST VIOLATION".
- b. A recommendation will be forwarded by the Chief, General Services to the Personnel Director recommending that the violator be suspended on leave without pay for a period of not less than one week and not more than four weeks.
- c. The violator will receive a written warning from the Personnel Director as to consequences of a fourth violation.

FOURTH VIOLATION

Termination of the employment of violator with CIA will be recommended to the Personnel Director.

C. Penalty

No employee found responsible for a violation, regardless of position, grade, location of residence, length of service in General Services Office, etc., will be excused from serving the penalty imposed for any security violation he may commit.



Chief, General Services

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Attachment

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DATE:

CERTIFICATION

Pursuant to the provisions of Paragraph 1C of the Office of General Services Regulation, Number OGS 10-1, dated 1 September 1952, I certify that I have read, understand and will observe the instructions prescribed in CIA Security Regulations and those of the Office of General Services currently in effect.

Office Subdivision

Signature

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